

STATE OF LOUISIANA
INQUIRY OF AVAILABILITY

SF 9
REV. 2/03

THIS IS A LETTER OF INQUIRY – NOT AN OFFER OF EMPLOYMENT

CERTIFICATE	DATE
Return to this address by this date	
▼▼	

This office is considering you, among others, for employment as follows:

JOB TITLE	SALARY	TYPE OF APPOINTMENT	LOCATION
OTHER INFORMATION			

Instructions: Please check one of the boxes below and return this entire form to the address above by the date shown.

☐ I am interested in this job and if it were offered to me, could report within 15 days. (See item 3 below.)

☐ I am not interested in this job at this time. (See item 4 below.)

Signature:

Date:

Social Security No.:

Daytime Phone:

Email:

Evening Phone:

Please read the following information carefully before submitting your reply:

1. A PROBATIONAL APPOINTMENT is an appointment to a permanent position. You must serve a 6 to 24 month working test period before gaining permanent status. You may be dismissed during the probationary period if your work is not up to standard.
2. A JOB APPOINTMENT is a temporary appointment, usually not longer than 36 months. On a job appointment you receive sick and annual leave but do not obtain permanent status.
3. If you reply and state that you are interested, you will be considered along with others who are also available. Not all who respond will be interviewed or offered a job. Do not resign from any position you now hold until you have received a definite appointment in the state service as well as instructions to report for duty.
4. If you are interested in this position and require SPECIAL ACCOMMODATIONS due to a disability, please enclose a note with your application describing accommodations needed.

AN EQUAL OPPORTUNITY EMPLOYER

